



Supporting documentation is required for consideration of all appeals. Letter(s) need to be signed, dated and printed on the letterhead of an organization, medical facility professional, or other institution with which the professional is associated. Documentation should support how the extenuating circumstance kept a student from being able to be a student or from taking advantage of within-deadline late withdrawal.

Circumstance for Application		Examples of supporting documentation
Medical Condition	Serious illness or change in health status, surgery/hospitalization, mental health issue, dental emergency	<ul style="list-style-type: none"> • University Medical form (preferred) • Letter from medical professional advising of condition • Record of medical appointments (e.g. after-visit summary, diagnosis summary)
Medical condition of student's child	Child's medical condition	<ul style="list-style-type: none"> • Letter from medical professional advising of condition • Record of medical appointments
Other Unforeseen Circumstances	Death of a loved one	<ul style="list-style-type: none"> • Obituary with date • Death certificate • Funeral program with date • Letter from counselor
	Eviction/loss of housing	<ul style="list-style-type: none"> • Eviction notice • Letter from transitional housing program
	Assault/domestic violence	<ul style="list-style-type: none"> • Police report • Court documentation • Letter from clergy, social worker, counselor, or medical professional • DOS/Title IX Letter of Support
	Fire	<ul style="list-style-type: none"> • Fire report
Institutional Error	Error committed by university staff	<ul style="list-style-type: none"> • Documentation supporting claim (email communications, etc.)

Please provide any additional documentation that you feel will support your application.